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ABSTRACT

This document outlines the point-based faculty assignment classification system in effect at Whatcom Community College (Washington). The purpose of the point system is to provide an equitable and flexible means of compensating faculty members based on a system of assigning quantitative values to tasks. Teaching, which includes classroom instruction, preparation, student evaluation, professional growth, and informal contact with students, is used as the base activity for the point system. A value of one point is assigned to 10 contact hours before a group of students. The assumption is that two hours away from the group of students is required for each contact hour. Counselling and library work are equated to teaching, and a list of activities called "other contracted assignments" are also equated to teaching by assigning point values to them. Values for research, curriculum development, committee work, travel, conference attendance, peer evaluation, and other faculty duties are enumerated. (Author/MJK)

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**Faculty Assignment
Classification System**



Whetcom
Community
College
June, 1974

FACULTY ASSIGNMENT CLASSIFICATION SYSTEM

I. Purpose of this Assignment System

The purpose of this point system is to provide means of compensating faculty members based on a system of assigning tasks which is equitable and flexible. Teaching (as defined here) is used as the base activity for the point system. Counseling and library work are equated to teaching. A list of activities called other contracted assignments are also equated to teaching by assigning point values to them.

II. Definitions

In order to be as precise as possible the following definitions have been adopted. It is important that these distinctions be used when applying the system and not some other meanings which might be equally valid in some other context.

1. Teaching: All types of teaching include 5 tasks:

- a. Classroom - the student-teacher exchange
- b. Preparation for teaching in the particular situation
- c. Evaluation of students
- d. Professional growth; including self-evaluation of performance
- e. Informal contact with students

Types of teaching assignments:

- a. Group Instruction: takes place between teacher and a group of students dealing with a particular course.
- b. Farm-management type: takes place between teacher and a number of units: families-homes, farms, etc.
- c. Student Learning Contract: takes place between a teacher and an individual student dealing with an individual project.

(Assessment of exceptions to these three types will be the responsibility of the Dean of Instruction at the time the class is contracted.)

2. Counseling: Two types of counseling are recognized.

- a. Individual Counseling: includes these 5 tasks
 - (1) Referrals
 - (2) Locating material
 - (3) Consultation
 - (4) Self-evaluation
 - (5) Student follow-up

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- b. Group Counseling/Teaching: includes these 5 tasks
 - a. Classroom - the student-teacher exchange
 - b. Preparation for teaching in the particular situation
 - c. Evaluation of students
 - d. Professional growth; including self-evaluation of performance
 - e. Informal contact with students
- 3. Library-Learning Resources Assignments: All library assignments would include any combination of the following four tasks:
 - a. Helping students find material (reference, inter-library loan, etc.), including formal instruction in LRC use.
 - b. Working with faculty, including instruction of faculty in LRC use; determining what material and/or equipment is needed.
 - c. Acquisition of resource material.
 - d. Cataloging of material.

4. The Point System

Teaching: Group instruction is considered the base activity to which all others are compared. A value of one point (1.0) is assigned to ten contact hours before the group of students.* The assumption is that two hours away from the group of students is required for each hour in front of students.

The other two types of teaching, the two types of counseling and library work are: related to group instruction as follows:

Teaching:

Farm Management Type: 3 Families for 3 months	<u>points</u>
Student Learning Contracts: Points subject to the support required by the student learning contract (in "other contracted assignments")	= 1.0

Counseling:

Individual: 10 hours	= .53
Group Counseling/Teaching: 10 hours	= 1.0

Librarian: 30 hours	= 1.0
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*A five credit course which meets for eleven weeks would be 5.5 points.

- 5. Definitions of other contracted assignments.
Activities in addition to or in excess of the norms for similar activities included in the definition of "teaching", "counseling" and Library LRC assignments.
 - 1) Faculty assisting: Student contact in the instructional setting under supervision of faculty.
 - 2) Advising: being available on schedule for student contacts for working out college programs.

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- 3) Student conference: being available on schedule for student contact for contact relating to course work.
- 4) Purchasing: search and ordering of equipment and materials for instruction and counseling.
- 5) Testing: administering and scoring exams and written counseling tests.
- 6) Facilities preparation: assembling, distributing, and collecting materials, teaching aids, etc.
- 7) Peer evaluation: assignment to a tenure committee or other evaluation assignment.
- 8) Standing committee: year-long assignment to a standing committee or an instructional team.
- 9) Office hours: time scheduled for administrative contacts and duties; e.g. reports, registration forms, etc.
- 10) Consultative services: consultation with other staff members (faculty, administration, etc.)
- 11) Referral services: development of such services outside the college: with social welfare, educational, vocational and health agencies, and institutions which can facilitate student's growth, development and/or placement.
- 12) Program research and evaluation: evaluation of present program functions and staff.
- 13) Curriculum development: an assignment to develop curriculum/ methodology for a course/program.
- 14) Project teams: an assignment to a team for work on a specific project.
- 15) Institutional research: research related to the needs of the college.
- 16) Institutional promotion: preparation and/or presentation of promotional material for the college.
- 17) Course preparation: preparation for a course requiring effort beyond the norm due to a teaching strategy.
- 18) Evaluating students: evaluation of students, including reading student papers, which is excessive due to evaluation methods or number of students.
- 19) Course coordination: coordination of a team-taught course, involving two or more teachers, in which inter-planning is required.
- 20) Tutoring: assigned contact with students, working on skills necessary for successful performance.
- 21) Instructional contact: an assignment which is made up solely of the classroom portion of "teaching".
- 22) Orientation: an assignment to inform students or prospective students about the programs, services and facilities of the college.
- 23) Multiple preparations: the assignment of two or more different courses within the same term.
- 24) Multiple sections: the assignment of two or more sections of the the same course.
- 25) Team teaching: team taught courses involving two or more faculty members.
- 26) Travel: the assumption is that commuting travel is 20 miles or less for staff and that travel in excess of 20 miles per day is due to the decentralization of the operation.
- 27) Professional conference: meeting related to the professional growth of the individual; including schedules in-service training.

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6. Points for "Other Contracted Assignments"

	TIME HOURS	POINTS
1) Faculty Assisting	10	.39
2) Advising	10	.39
3) Student Conference	10	.26
4) Purchasing	10	.26
5) Testing	10	.26
6) Facilities preparation	10	.26
7) Peer evaluations	10	.26
8) Standing committee	10	.26
9) Office hours	10	.13
10) Consultative services	10	.26
11) Referral Services	10	.26
12) Program research	10	.26
13) Curriculum development	10	.26
14) Project team	10	.26
15) Instructional research	10	.26
16) Instructional promotion	10	.26
17) Course preparation	10	.26
18) Evaluating students	10	.26
19) Course coordination	10	.39
20) Tutoring	10	.39
21) Instructional contact	10	.53
22) Orientation	10	.26
23) Multiple Preparations.....	.13 times the points assigned to teaching the multiple preparations.	
24) Multiple sections.....	.26 for each course over one.	
25) Team Teaching	one point per person, over one, added to course point total (e.g., 8 credit course = 88 hrs. - 8.8 pts. 10 hours of team teaching - <u>2.0 pts.</u> Total 10.8 pts.)	
26) Travel.....	Staff travel over 20 miles, per day to and from residence within the county.	
27) Professional conferences.....	registration + per diem + travel as available in the budget.	

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